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MEMORANDUM FOR: Chief, Logistics Office

SUBJECT : Logistics Office Staffing Structure

REFERENCE : CIA Notice [REDACTED]

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1. The Table of Organization changes, required by reason of referenced Notice, transferring positions from the former General Services Office to the Logistics Office, have been accomplished. Follow-up action is now being taken to insure that the few remaining personnel actions required to complete re-assignment of individual personnel are forthcoming.

2. In making these changes, as in servicing the Logistics Office, numerous practical difficulties are encountered as a result of the present condition of the Logistics Office T/O. The Logistics

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[REDACTED]

which cannot be filled under present conditions. Since the excess positions are not identified, a position classification and control problem has resulted. It is possible to obligate only the higher grade positions; and it is difficult, if not impossible, to determine what are the true vacancies. From the classification standpoint, the numerous vacancies make position audits and classification surveys difficult, as grades are supported in many instances by vacant positions which may never be occupied. This situation is accepted during a period of expansion such as the Agency has been through, but it would appear to be unnecessary in the relatively stable situation we now face. The matter of equity enters into the problem also, as other Offices have been required to reduce T/O's to ceiling authorizations with subsequent tightening of controls on individual personnel actions.

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3. Many of the positions on today's Logistics Office T/C are obsolete. For example, we do not have a new T/O for the [REDACTED] house despite the fact that the physical transfer of property and personnel to this site took place in July 1953. Personnel promotion actions presented against the [REDACTED] O's have been difficult to process, particularly since the supervisory structure required by reason of the two separate sites is obviously not applicable to a combined operation. Position control records also are of little significance in reflecting the organizational location of personnel in this area. There are 198 positions on the [REDACTED] T/O's, so the problem is a sizeable one.

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4. Classification surveys made during the past year in several of the branches have not been entirely successful due to the disparity between the number of T/O positions and the authorized ceiling, the projected nature of Logistics programs, and the resultant number of misassigned personnel. Many of the position descriptions developed are a hybrid combination of duties being performed and other duties and responsibilities which might accrue to the position under a projected plan or program not currently in operation.

5. Thus, we have the problem: A large organization with a vital mission but lacking the clear cut staffing structure prerequisite to the development of a progressive and useful personnel program, a program which could provide optimum utilization of manpower and good employee morale.

6. As a solution to the problem, I propose to you that the following cooperative action by this Office, the Logistics Office, and the Management Improvement Staff be taken without delay:

- a. The Logistics Office T/O strength be established to agree with the ceiling strength at a figure determined by your Office and the DDA as appropriate in consideration of the Office's function and mission.
- b. A comprehensive classification survey of all the positions on the T/O as revised be conducted by this Office so that intensive and complete job coverage can be achieved within a reasonable time. This survey will have as the objective the development of a firm and realistic staffing structure, documented by an approved description of each position, and followed by the assignment of Logistics Office personnel to the proper position, title, and grade. The survey will be preceded by the preparation of current functional statements for each organizational unit, a joint effort by the Logistics Office and the Management Improvement Staff. These functional statements will be an essential tool for survey use.

7. Attached hereto is the recommended survey procedure, schedule, and roster of the staff to be made available for this purpose. I can assure you that maximum efforts will be exerted by this Office to meet survey deadlines and provide your Office with a firm base for future personnel administration.

8. The problems outlined are considered critical from the standpoint of achieving effective personnel administration. Accordingly,

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I believe an early decision on this proposal should be made and will be glad to discuss the matter with you and/or the DDA if you desire. It is believed that the results of this survey will be extremely valuable to you in your administrative, budgetary, career and rotation planning.

Harrison G. Reynolds
Assistant Director for Personnel

Enclosure
Survey Procedure

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